

OCP REVIEW COMMITTEE MEETING PROCESS NOTES
September 6, 2012

Attending: Pam Copley (Chair), Mark Brennan (CAO), Cairine Green (Process Recorder), John Herbert, Gloria Back, Patrick Frey, John Graham, Will Moore and Jan Mears.

Regrets: Mike Lloyd (Vice Chair)

Observers: Hazel Braithwaite, Dennis Murphy, Mike Wilmut

At this first formal meeting, the Mayor welcomed Committee members and members of the public, stressing the significance of this project and its potential impact on the community.

MEETING DATES: Committee meetings will occur every 2 weeks, commencing September 20, 2012, at 7:00 PM at Municipal Hall, with further dates as follows: September 20, October 4 and 18, November 8 and 22 and December 6.

Communication/Preparation:

- Internal and external communication emphasized, citing the need for systematic methods of communicating the Committee's work with the public and between and among Committee members and staff.
- Role of Process Recorder discussed and Cairine agrees to continue until or unless the Committee feels that a change is needed given appropriateness, work volume and/or time pressures.
- Emphasis on the need for different forms of communication to reach the general public, including use of the municipal website, community bulletin boards at rec centres, OB High School, local media and hard copy materials available at the Hall.
- Acknowledged that the consultant may also determine the volume and nature of the work as the project evolves.
- Acknowledged that background information on the purpose and regulatory framework of an Official Community Plan, including what the Plan is and is not, should be provided to the public and easily accessed through a single site on the municipal website.
- Hard copies of existing OCPs from other communities in the region will be made available to Committee members as examples.

- Committee members will provide to Mark Brennan a brief bio for publication on the website and in hard copy.
- OB Municipal Website postings will include the above-noted as well as Committee members, meeting dates, times and location and a reference to the provincial government's website on Official Community Plans, at www.cscd.gov.bc.ca/lgd/planning/official_community_plans.htm

ACTION: Mark Brennan will be the primary contact to receive and disseminate process notes, coordinate website postings and provide related materials and work planning information with timelines. Ongoing staff capacity will be assessed and additional resources to support the Committee will be considered if needed, keeping in mind budget allocation and constraints.

ACTION: All public messaging will originate with the Chair and Vice Chair in consultation with CAO and Mayor.

ACTION: "Communication" will be a standing Committee agenda item.

Jan to provide a one-page communications plan template before the next meeting.

Mark to provide a compilation of current departmental information (e.g. existing OB housing stock, planning and infrastructure materials, mapping and inventory of roads, sewer and water systems etc.)

Challenges:

- Ensuring accuracy and completeness of all information provided to consultant.
- Consultant's ability to organize materials submitted to them from the Committee and staff
- Staff capacity.
- Council's involvement and role generally.
- Systematic ongoing review of communication and consultation with the public to ensure adequacy and effectiveness.
- Related to RFP development, there must be balance between the prescriptive and the creative.

NEXT MEETING:

September 20, 2012, 7:00 PM, Council Chambers